



Christ the King Cathedral School
(Updated as of 2017-2018 School Year)

SCOPE OF CHRIST THE KING HANDBOOK

This handbook constitutes a daily guide for students, parents and teachers on most aspects of school activities. The handbook is not designed to be an inclusive treatise of all acceptable and unacceptable behaviors. Christ the King Cathedral School administration reserves the right to make any and all judgments on matters not explicitly outlined in this handbook. It is understood that that the administration may correct, delete, change, or add to the regulations stated in this handbook, for the general well being of Christ the King Cathedral School. Such changes will not be arbitrary, and they will be promptly communicated to all members of our school community. The final decision on matters regarding this handbook ultimately lies with the administrators of Christ the King Cathedral School.

Students and parents are always expected to behave in ways reflective of the philosophy and ideals of the Christ the King Cathedral School Community and in ways that do not impede the educational process. Faculty, staff, and administration will be the judges as to what is appropriate in all facets of campus life.

When the Administration is made aware of a Christ the King Cathedral School student involvement in a situation involving dangerous and/or illegal behavior it will be addressed as part of our mission to partner with parents in the protection, education, and formation of their students.

If the school's mission and program conflict with the values of an individual parent or student, or if the student or parent does not contribute positively to the academic and religious environment of the school, it is evident that Christ the King Cathedral School is not the appropriate school for that student. Under such circumstances, the administration will ask the family to seek a more suitable educational environment.

Parents and students are obligated to study this handbook in order to become fully familiar with its content.

MISSION AND BELIEFS OF CHRIST THE KING CATHEDRAL SCHOOL

PHILOSOPHY

Learning the meaning of The Word

MISSION

Christ the King Cathedral School is a Catholic school where students, in their educational journey, grow as unique individuals in the spirit of Jesus Christ toward spiritual maturity. The school regards itself as an integral part of the parish and Diocese and a vital force for preparing future leaders to share their faith through service to family and community.

Christ the King Cathedral School is child-centered and is committed to providing strong academic and development programs which enable children to achieve their full potential. We empower children to meet the challenges of an ever-changing world. The faculty and staff are faith-filled, dedicated, knowledgeable in their professions, and strive to meet the individual needs of the children. The school is sensitive to family issues and encourages parents/guardians to fulfill their role as the first educator of their child.

BELIEFS

We, as people of God journeying together in faith, believe that:

- We are a unique creation of God who unconditionally loves each of us.
- Our Catholic education flows from the mission and ministry of Jesus Christ. The life, death and resurrection of Jesus are the foundation of the Church and of our educational ministry.
- Catholic educators will deepen their own faith life and that of their students through the spirit of prayer, shared worship and service to the community.

Our school, as a Christ filled learning community, believes that:

- We, together with the church and home, proclaim, teach and witness the Gospel through our Catholic educational ministry.
- We are welcoming, inclusive, compassionate and celebratory.
- We join parents of our students to raise children with a social conscience to strive for peace and justice.

We, as Catholic educators believe that:

- We perform teaching responsibilities with diligence and integrity
- We enhance self-competence by continuing education to increase knowledge and skills.
- We foster a philosophy of education which encourages lifelong learning.
- We promote professionalism by respecting and preserving the privacy and dignity of colleagues, students and parents.
- We uphold the authority of the school when communicating with parents, students, and the school community.

We, as child focused educators, believe that:

- Students learn best when they are respected, valued and affirmed for who they are as unique expressions of the Creator.
- Students who think and question with integrity grow in learning, personal development, and authentic spirituality;
- All students are capable of learning and are called to the joy and the responsibility of developing their capabilities;
- Students learn best with high and clear expectations and relevant assessments which are authentic and aligned to these expectations.

ACCREDITATION

Christ the King Cathedral School is dually accredited by the Texas Catholic Conference Accreditation Commission (TCCAC) and AdvancEd. TCCAC and AdvancEd are recognized by the Texas Education Association (TEA) and can be found in the directory of Texas accredited schools under Lubbock county.

PARENT'S ROLE IN CATHOLIC EDUCATION

In Catholic tradition, parents, assisted by the Church, have primary responsibility for their children's education. When a student is enrolled at Christ the King Cathedral School, his/her parents enter into a partnership with the school. This partnership creates a special environment that fosters the child's academic success and emotional well being. Parents have many opportunities to assist and support their child's education at Christ the King and are always encouraged to do so. The home/school relationship is a vital link in the education of the child. We expect parents to support the instruction and teachings of the school. If this does not happen the home/school relationship can be a detriment rather than a blessing. Parent-teacher conferences are scheduled in the fall at the end of the first grading period. Parents should feel free to contact the child's teachers or the principal anytime there are questions or concerns.

PARENT'S RESPONSIBILITY

Good discipline should originate in the home. The parent is the first teacher and should develop good habits of behavior and proper attitudes in their child. A parent will:

- Teach the child to show respect to all school personnel entrusted with his / her guidance and education. Students should be courteous and friendly to schoolmates and show concern about other's feelings in actions and words.
- Attend school functions and take part in meetings and other school-related activities.
- Stress the importance of being prepared for schoolwork by keeping up with materials, books, and **supplies** necessary for good schoolwork.
- Help the child appreciate the diversity of teachers and classmates. Encourage and guide wholesome friendships, interests, and activities.
- Above all, the parent or guardian needs to understand school rules and urge his/her child to comply and to cooperate with the school.

TEACHER'S ROLE IN CATHOLIC EDUCATION

From the secular perspective, teachers are employees subject to civil taxes and the like; but from a religious perspective they are Ministers of Catholic Schooling. They are semi-volunteers, since they do not -- nor are they likely to -- receive compensation comparable to teachers in the public-school system. Their willingness to serve as semi-volunteer constitutes part of the endowment of the school. Our teachers are here because (1) they believe in our philosophy of education; and (2) they desire to serve Jesus as Ministers of Schooling in accordance with that philosophy. (*Catholic From the Inside Out*, 170)

Christ the King Cathedral School's teacher and staff recognize that she/he is called to contribute to the building up of the total school community. This community exists to communicate Christ's message to students and their families, to sustain a Christ-centered spirit within and among all its components, and to be of service to the society around us.

TEACHERS'S RESPONSIBILITY

Christ the King Cathedral School's teacher and staff member has the responsibility of the following:

- Be models of Christian living, both in the school context and in his/her private affairs.
- Be a person of Christian commitment looking for opportunities to spread the Good News in daily school life.
- Participate in the daily prayer life of the school.
- Exhibit loyalty – each person involved in the instruction of students in Christ the King Cathedral School must maintain loyalty to the Church and school administration.
- Develop and demonstrate excellent classroom management by maintaining an orderly classroom atmosphere conducive to dignity, respect and learning of each individual student.
- Establish rapport and an effective working relationship with parents. Contact parents when their child is not performing up to academic standards or behaving properly.
- Organize and prepare resources for students using 21st century technology and pedagogy.
- Evaluates and grades students' work

ADMISSION AND REGISTRATION REQUIREMENTS

Grade Placement for Pre-K 3, Pre-K 4 and Kindergarten is based upon the following criteria:

- Pre-K3 – Age 3 by September 1st of the enrollment year. Completely toilet trained. Absolutely NO PULLUPS.
- Pre-K4 – Age 4 by September 1st of the enrollment year.
- Kindergarten – Age 5 by September 1st of the enrollment year.

Complete set of documentation requirements grades 1-12

- Previous years' report cards
- Transcripts from all previously attended elementary or middle schools
- Baptismal certificate
- Immunization records
- For those requesting registered parishioner rates, proof of active parishioner status is required.

Upon a child's acceptance into Christ the King Cathedral School, the parent is required to sign a contract acknowledging an understanding and acceptance of the rules and regulations, conditions and requirements of the school as stated within the enrollment contract, school handbook, diocesan policies, and school newsletters.

The following is the order of priority for admission:

1. All currently enrolled students who have re-registered by the due date, unless the school has determined that the child may not return for the following year. The school reserves the right to reconsider and retract renewal of admission after the due date if, between the date of re-registration and the beginning of the following school year, situations are discovered which are in serious violation of school policies and which, had they occurred or been discovered earlier, would have led to the student not receiving re-registration forms.
2. Students whose siblings are currently enrolled in the school.
3. Students on the current year's waiting list in good standing.

4. Students registered at Christ the King Cathedral or other parishes in the diocese of Lubbock.
5. Students transferring from another Catholic school.
6. Student of another religious affiliation. (All students of other religions will be required to participate in all classes and school activities including religion classes and liturgical events during the school day.)

PLACEMENT / ADMISSION EXAMS

A placement test may be administered to all Kindergarten – 12th grade applicants who have not previously been enrolled at Christ the King Cathedral School as part of the admission process. The placement / admission exam does not guarantee acceptance. Placement or screening tests are one means of determining that a child will meet with academic success at Christ the King Cathedral School, and will assist us in determining whether our program will meet the individual needs of a prospect student.

RE-ENROLLMENT POLICY

The continued enrollment of the student is subject to the student observing all school rules as set out in the school handbook including but not limited to general behavior, academic performance and attendance.

Continued enrollment in any given school year, and re-enrollment in any subsequent years, is subject to the parents / guardians continued support of the mission of the school as documented in the school handbook and the maintenance of a demonstrably effective and supportive relationship between the school and the parents / guardians. Re-enrollment in any subsequent year is a subject to mutual agreement. The deadline date stated on the re-registration form will be enforced or the space will be assigned to another student.

VISITORS

We love having visitors, but there are state laws regulating visits to schools for the safety of the children. All visitors including parents, guardians, and relatives must report to the main office when entering the building during the school day. For the safety of our students and staff, all outside doors except the main entrance are kept locked throughout the day. Student visitors are allowed to visit only with the prior approval of the principal, and only during the lunch period.

HOURS OF OPERATION

School office hours are 7:30 a.m. – 4:00 p.m.

Morning supervision begins at 7:30 a.m. Students arriving at school between 7:30 and 7:45 a.m. The school is not responsible for students dropped off prior to 7:30 a.m.

The school day begins at 7:45 a.m. with the tardy bell ringing at 7:55 a.m. Students arriving after 7:55 are tardy.

The school day ends:

- Pre-K and Kindergarten students are dismissed at 3:05 p.m. All pre-k students must be picked up by 3:20 p.m. unless enrolled in the Living and Learning Program (LLP) for after school care.
- Students in 1st – 5th grade are dismissed at 3:15 p.m. Kindergarten– 5th grade students must be picked up by 3:30 p.m. unless enrolled in LLP or involved in a school sponsored extra-curricular activity.
- Jr. High (6th – 8th) students are dismissed at 3:50 p.m. Jr. High students must be picked up by 4:05 p.m. unless involved in a school sponsored extra-curricular activity.
- High school (9th – 12th) students are dismissed at 3:50 p.m. and must be off campus by 4:05 p.m. unless involved in a school sponsored extra-curricular activity.

COMMUNICATIONS

Our aim is to help each student develop a positive attitude toward learning. To succeed in this, close cooperation and openness between home and school are essential. We are always ready and happy to hear from parents who have questions or concerns. If a parent would like to contact a teacher, please call the school secretary at 795-8283. She will connect you to the teacher's voice mail system where you can leave a detailed message and expect a returned call as soon as possible. Teachers may also be reached via school e-mail. See a complete list of faculty e-mail addresses on the school's website.

Please read all school communications. CTK Connection newsletters are published every Thursday and sent home via RenWeb. From the Principal's Desk is also posted to the school website at www.ctkcathedralschool.org and to the school's RenWeb page. In addition to these notices, teachers often communicate via classroom newsletters posted on RenWeb. Please take the time to review these notices.

Hot Lunch and Mass Schedules are posted on RenWeb.

RELIGIOUS EDUCATION

The basic responsibility for religious education and sacramental preparation rests with the family. Religion classes are part of the curriculum, and are required for all grade levels Pre-K through 12th grades. All students are expected to participate in all religion classes, Masses and prayer services.

The goal of our school is to provide a setting for Christian growth. Some ways it does this is by teaching children about morality and its foundations; by expecting moral behavior of the child at school; by so organizing the school that the child experiences, for several hours a day, an educational culture that is Catholic; by giving witness of Christian discipleship through the way teachers, staff and students relate to one another; by offering retreats, and by providing opportunities for Sacraments, prayer and religious devotion in the school context. (*Catholic from the Inside Out, 172*) All school and class Masses are scheduled periodically throughout the year and religion classes are taught daily.

FINANCIAL INFORMATION

Christ the King Cathedral Parish is the main supporter of the school. Parents, however, are expected to contribute to the financing of the school through their educational support. Please contact the school office for a list of tuition and registration fees.

Registration and Book Fees are non-refundable. (Unless family moves out of town before school starts).

PAYMENTS

1. Tuition may be paid in full by registration day, or monthly payments can be paid through FACTS tuition management program.
2. Monthly educational support for a month already in progress is not refundable, nor can it be prorated. Monthly educational support paid in advance is fully refundable for that month or those months not yet in progress.
3. Pre-registration fees are not refundable unless moving from the city. General registration fees are not refundable at all.
4. **THE SCHOOL WILL NOT RELEASE GRADES OR RECORDS UNTIL THESE ACCOUNTS ARE PAID – THESE INCLUDE EDUCATIONAL SUPPORT, REGISTRATION FEES, FINES, ETC.**

TEXTBOOKS

Because of the constant rise in prices of educational materials, particularly textbooks and consumable workbooks, the following procedures have to be followed:

1. All students (Kindergarten through High School) will rent textbooks and purchase consumable workbooks. The rental fees are part of the total registration fee
2. **All** rental textbooks must be returned in excellent condition at the end of the year. Students who return textbooks with marks, stains, writings, and other signs of lack of care, will be assessed a fine. Parents are required to pay the replacement cost of a text that is not repairable.
3. Parents/ Students will be required to pay for any lost textbooks.

CLASS ACCOUNTS AND OTHER STUDENT ACTIVITIES

Fund raising purposes must be stated in writing and be approved by the Principal. Disbursements will be made according to the original purpose and only after approval by the Principal. Funds raised by the students must be kept in the general school account. A statement of these funds will be given to the sponsoring teacher. Any use of these funds will have to be specifically approved by the sponsoring teacher in writing. No funds can be withdrawn without the sponsoring teacher's signature.

LIVING AND LEARNING EXTENDED SCHOOL DAY PROGRAM (LLP)

The Living and Learning Program (Extended School Day Program) is provided by Christ the King's Early Childhood Development Program. Complete supervision is available until 6 p.m. Snacks are provided. Space is limited. Families should enroll in LLP at the beginning of the school year.

HAZARDS

1. The school complies with federal AHERA (Asbestos Hazard Emergency Response Act) regulations pertaining to asbestos. The school maintains on file and complies with the School Asbestos Management Plan, which verifies that the school has been inspected for evidence of asbestos, as well as all documentation pertaining to removal and/or modification of asbestos containing materials found in the school.
2. Annual gas line checks are conducted and a record is kept in the administrative office.
3. Personnel are trained on the policy of Blood Borne Pathogens according to the TCCED Health Manual.
4. The school provides instruction in all aspects of health care and safety as required by the State of Texas and the TCCED.

INSURANCE

Christ the King Cathedral School does not carry any type of accident insurance on students.

SEVERE WEATHER

In the event of an emergency, or school closing or delay, parents will be contacted through RenWeb's Parent Alert system. In most instances, Christ the King Cathedral School will follow Lubbock Independent School District schedule of closings or delays.

ACADEMIC LIFE

The specific goals of Christ the King Cathedral School cannot be achieved without a serious commitment to its academic life. All students are expected to participate in all classes and activities during school hours. Acquiring knowledge requires effort, inner motivation, parental encouragement, and discipline.

As a parish school, we serve children with a wide range of educational capacities. They will be within the range that can be taught successfully by one teacher in a heterogeneous classroom grouping, with the help of limited specialized services. We are neither an academy nor a remedial school; we strive for excellence for all of our students, whatever their educational capacity may be. We do not have resources to work with children who have deep psychological problems, or whose behavior is disruptive or gives scandal (*Catholic from the Inside Out, 172*).

Students are responsible for having the required materials for each subject. All assignments are expected to be neatly completed and turned in when due. Each grade level will have its own missing assignment policy.

REPORT CARDS / PROGRESS REPORTS

A report card will be issued four times (three times for pre-k students) during the year through RenWeb to inform parents of their child's progress. Progress reports are sent to parents at mid-quarter during each marking period. Parent-Teacher conferences are scheduled on the school calendar at least once a year. Additional conferences are available as needed and must be pre-scheduled between the teacher and parent. Parents or guardians receiving a progress report or a report card indicating that the student has a grade lower than 75% during that time **MUST** make an appointment with the teacher.

Academic Grades

92 – 100	A	Excellent
84 – 91	B	Above Average
76 – 83	C	Average
70 – 75	D	Below Average
Below 70	F	Failing

PROMOTION / RETENTION

Promotion to the next grade is based upon a child's effort, cooperation, ability and social readiness. Students whose cumulative average is failing in one major subject (Language Arts, Reading, Math, Science, Social Studies, Religion) will be required to attend summer school or complete course by correspondence. Any student who fails two major subjects due to lack of effort will be required to attend summer school and may be retained in the same grade for the coming year. The school reserves the right to determine whether a student is promoted or retained. Parents will be informed of a child's progress or lack thereof and the school will keep documentation.

PERMANENT RECORDS

A permanent academic file is kept for each student. All academic grades will be posted on this performance record. All other academic agreements, equivalency of transfer credits, exemptions, changes, etc. will be recorded and properly signed by school administration. Unsigned documents and verbal agreements will not be binding.

TRANSCRIPTS

Properly notarized transcripts will be released to parents or to schools requesting them upon written approval by the parents. No transcripts will be released if parents have outstanding debts with the school unless special arrangements are made.

TESTING

The Iowa Test of Basic Skills is administered to grades K – High School during the 1st 9 weeks of school.

CTK SCIENCE FAIR AND REGIONAL SCIENCE FAIR

Completing a Science Fair project and competing in the CTK Science Fair is an academic requirement for students in 4th grade through high school. All winners are expected to go with their entries to the Regional competition. It is an honor for the winners to participate in the South Plains Regional Science Fair.

HONOR ROLL

The school gives specific recognition to students in 2nd grade and above at the end of each nine week grading period by placing their names either on the A Honor Roll or the A/B Honor Roll. The purpose of the Honor Roll is to reward outstanding scholastic achievement for students who are highly motivated, responsible, hard-working and whose work reflects these qualities.

- A Honor Roll includes the names of all students who have obtained grades 92% or above in all academic subjects and have no grades lower than an A for a 9-week period.
- A/B Honor Roll includes the names of all the students who have obtained at least 84% in all academic subjects and have no grades lower than a B for a 9-week period.
- Students must maintain satisfactory conduct for any honor roll. Students who are habitually tardy or have excessive absences do not qualify for honor roll.

Christ King Cathedral School National Junior Honor and Honor Society

As you begin the early stages of greater independence and responsibility as a high school student, you may discover that you excel in your studies, have an interest in leadership and service, and have a thirst for challenge and accomplishment.

Membership in the National Honor Society (NHS) may be an ideal fit for you! You can become a member through a local selection process that concludes with induction into Christ the King Cathedral School's National Honor Society chapter.

Through exclusive resources, programs, and services, members have a unique opportunity to prepare for their next steps in life. Membership truly lays the groundwork for lifelong success.

Eligibility Requirements

Students in grades 10-12 who meet the requirements for membership set out by Christ the King Cathedral School's chapter of the National Junior Honor Society are eligible to be invited for membership.

Students must be in at least the 10th grade and must have attended Christ the King Cathedral in the previous year to be eligible. Student who transfer in to Christ the King Cathedral School and were inducted into the NHS in their previous school are eligible to transfer their membership if they meet Christ the King Cathedral School's minimum requirements for eligibility.

Students who meet the scholarship requirement will have an opportunity to complete an application detailing their accomplishments and commitment to service, leadership, character, and citizenship. In addition to the student application, students must receive at least one letter of recommendation and receive majority vote from class teachers.

Membership is based on the five pillars of NHS:

Scholarship Per school guidelines, at a minimum, students must have a cumulative GPA of 3.6. Students are to maintain this GPA for continued membership. Student dropping below this requirement, will be placed on probation and will have no more than 2 semesters to raise GPA to minimum requirement of 3.6.

Service This involves voluntary contributions made by a student to the school or community, done without compensation. The school counselor and NHS advisor keep record of service activities.

Leadership Student leaders are those who are resourceful, good problem solvers, and idea contributors. Leadership experiences can be drawn from school or community activities while working with or for others.

Character The student of good character is cooperative; demonstrates high standards of honesty and reliability; shows courtesy, concern, and respect for others; and generally maintains a clean disciplinary record.

Citizenship The student who demonstrates citizenship understands the importance of civic engagement; has a high regard for freedom and justice; respects the U.S. form of government; respects the law for all citizens at the local, state, and federal levels; and demonstrates mature participation and responsibility in activities such as scouting, community organizations, or school clubs.

Students who accept membership and are inducted into the chapter should be aware of the time and commitment involved with this honor. Students must maintain high academic standards and great characteristics of all 5 pillars of the NHS.

ASSIGNMENT NOTEBOOKS

The school provides assignment books for all students beginning in 2nd grade. If a student loses their assignment book, they must purchase another. Parents need to keep tabs on their children's work by asking them daily about their school and homework assignments. Often teachers will ask parents to sign tests and other work. The school expects full cooperation with this request.

HOMEWORK

Homework is important. It is an extension of the learning that takes place in school. Homework provides practice that reinforces classroom learning and can produce opportunities for individual study, research, and creative thinking.

ATTENDANCE

A student's absence from school interferes with his/her academic progress. In compliance with Texas Catholic Conference Education Department (TCCED) and the State of Texas Family Code, Christ the King Cathedral School enforces the compulsory attendance laws. The Texas compulsory school attendance law TEC Section 25.085(a) requires that a student between the ages of 6 and 18 is required to attend school each school day for the entire period of the program of instruction unless the student is otherwise legally exempted or excused. The school year consists of 180 instructional days.

Persistent absenteeism or tardiness creates a genuine hardship for a student and is regarded as a very serious problem.

Parents are required to inform the school of an absence by calling the school before 8:30 a.m. on **each** day of the absence: 806-795-8283. On the day the child returns to school, a written note, signed by the parent/legal guardian must be presented to the homeroom teacher. Students who are absent from school may not be present on campus to participate in or observe extracurricular or after school activities without permission of the principal.

8 (Eight) total days (elementary) or class periods (Jr. High and High School) per semester are allowed for absences, including excused absences.

Any absence above eight (8) days / periods total (excused or unexcused) requires that the student and parents appear before a committee of teachers, administrators, and / or school board members, which will decide whether the student will be promoted or retained.

If a student leaves before 11:00 a.m., he/she will be counted absent for the entire day. Students leaving between 11:00 a.m. and 2:00 p.m. will be counted absent for ½ of a day. Departures after 2:00 p.m. will be recorded as an "Early Dismissal".

- If a student misses more than three (3) consecutive days due to illness, a doctor's excuse is required. If not received, the absence will be considered unexcused.
- A maximum of five (5) Parent Request days are allowed as excused absences per year. **The parent must notify the school and the teachers five (5) days prior to the absence.** Students are expected to notify teachers of their planned absence and collect work **before** the absence. All make up work is due on the day of return. If a student and/or parent requests homework in anticipation of an absence unrelated to an illness, that work is due **when** the student returns to the class. If work is not returned, a grade of zero will be assessed.
- Students will receive a grade of zero for work missed during an unexcused absence.

LATE ARRIVAL

The school day officially begins at 7:50 a.m. While everyone occasionally experiences difficulty getting to school on time, habitual tardiness is a serious problem. Promptness shows respect for the learning process and should be encouraged and modeled by parents and teachers. Children who consistently arrive late are unable to take full advantage of the education offered by Christ the King Cathedral School. Also, children who are tardy distract other students from their work. For these reasons, **habitual tardiness will not be tolerated.** (See discipline management plan for further details on habitual tardiness.)

RELEASE FROM SCHOOL

At no time during the day will pupils be allowed to leave the school grounds, even during recess or lunch unless a parent or guardian checks the student out in the office. If arrangements have been made and the student is being picked up, the parent or guardian must present themselves to the office (not the classroom) before the student will be released. If someone other than the parent or guardian is picking up a student, they must present a signed note from the parent or guardian to the office before the student will be released.

LIBRARY

1. Books may be checked out for one week and can be renewed. Books are renewable only on presentation of the book.
2. Magazines may be kept out for three days.
3. A student with overdue books will not be allowed to checkout more books until those books are turned in or the book is paid for.
 - a. Students will be charged the full amount of any book they have lost or damaged beyond repair.
4. We ask all parents to help our children to develop a sense of responsibility by encouraging them to take care of the library books, and return them on time.

The library collection is constantly updated and expanded. Books are chosen for either their educational or recreational value. A variety of audio-visual materials are available through the library for teacher use in the classroom. In addition, color televisions and VCR's are available to the teachers through the library. Library classes are held for the purpose of library instruction as well as for the enjoyment of the materials and books.

MEDICATIONS

There are no circumstances under which any medication, prescription or non-prescription, may be in the possession of a student or with a student's belongings.

Students requiring medication during the school day should adhere to the following guidelines:

Medications:

1. Must be clearly identified as to name and type of medication.
2. Must be in original container.
3. Must carry prescription label with child's name, drug identity, dosage instructions, doctor's name, dosage amounts, specific dosage times, and other instructions as necessary.
4. The prescription date must be current.
5. A note, dated and signed by the parent, must accompany the medication giving the child's name, dosage instructions, dosage amounts, specific dosage times, and other instructions as necessary.
6. Inhalers are to be kept in the office.
7. All medication, prescription and non-prescription, must be kept in the school office. Teachers can not and will not dispense medication to students.
8. Only authorized school personnel will be permitted to dispense medication to any student.
9. Non-prescription medications such as Tylenol or aspirin will only be accepted in the original container, with an unbroken seal.
10. The non-prescription medicine must arrive labeled with the student's name and homeroom.
11. A permission slip describing the conditions under which the parent wishes the non-prescription medication to be dispensed by the school to the child must accompany all non-prescription medication.

IMMUNIZATIONS

All children must meet the state standards for immunizations. There is no provisional admission. The law further requires that an undated immunization record must be on file for every child enrolled in the school.

HAZARDS

1. Buildings and grounds will be kept clear of items that might cause fires, accidents, etc.
2. Cleaning materials and other chemical substances will be kept in a secure place in clearly marked containers. The MSDS (Material Safety Data Sheets) for chemicals will be kept on file in the school office.
3. The school must comply with federal AHERA (Asbestos Hazard Emergency Response Act) regulations pertaining to asbestos. The school maintains on file and complies with the School Asbestos Management Plan, which verifies that the school has been inspected for evidence of asbestos, as well as all documentation pertaining to removal and/or modification of asbestos containing materials found in the school.
4. Lighting in classrooms, corridors and stairs will be adequate.
5. Bi-annual gas line checks will be conducted and a record kept in the administrative office.
6. Personnel are trained on the policy of Blood Borne Pathogens according to the TCCED Health Manual.
7. The school will provide instruction in all aspects of health care and safety as required by the State of Texas and the TCCED.

UNIFORM POLICY

There is a direct correlation between a young person's appearance and his/her overall attitude toward learning. A clean and complete uniform is required for every student. Students in uniform are representatives of Christ the King Cathedral School. They should be proud of their school and dress accordingly. Soiled, torn, faded or worn-out clothing will not be permitted.

Leaders of various groups, such as Boy Scouts, Girl Scouts, 4-H, etc., may have an agreement with the Principal and students will be excused from the school uniform in order to wear the uniform of their organization on days that they meet.

Emblems of any nature, except those of Christ the King Cathedral School, are not permitted on CTK uniforms.

MASS UNIFORM

Mass uniform, is required for all All-School Masses unless otherwise announced. Uniforms are to be worn all day. Scout uniforms are not to be worn on these days. Red or Blue daily uniform polo shirts are not to be worn with uniform plaid.

BOYS

REQUIRED FOR MASS (but can be worn as daily uniform also):

PreK-3 – 8th Grade:

Navy Uniform Slacks

White Oxford shirt (long-sleeved or short sleeved)

Navy V-neck sweater or sweater vest with CTK logo

1st - 8th boys - Navy, Brown or Black Leather Belt

3rd - 5th boys - tie (pre-tied clip-on tie - navy)

6th-8th boys - tie (men's standard tie - navy)

9th -12th Grade (High School):

Khaki uniform slacks

White Oxford shirt (long-sleeved or short sleeved)

Navy Blazer with gold/brass buttons

Navy, Brown or Black Leather Belt

Tie (men's standard - striped)

DAILY UNIFORM:

PreK-3 – 5th Grade:

Navy uniform slacks

Navy uniform shorts (can only be worn until Thanksgiving & after Spring Break)

Navy, Brown or Black Leather Belt

Red monogrammed CTK uniform polo shirt

6th - 8th Grade:

Khaki uniform slacks

Khaki uniform shorts (can only be worn until Thanksgiving & after Spring Break)

Navy, Brown or Black Leather Belt

Red monogrammed CTK uniform polo shirt

9th - 12th Grades (High School):

Khaki uniform slacks

Khaki uniform shorts (can only be worn until Thanksgiving & after Spring Break)

Navy, Brown or Black Leather Belt

Navy monogrammed CTK uniform polo shirt

GIRLS

REQUIRED FOR MASS (but can be worn as daily uniform also):

PreK-3 - 2nd grade:

Plaid Jumper (only be purchased from CTK authorized provider)

White blouse (long-sleeved or short-sleeved with Peter Pan collar)

Navy cardigan sweater with CTK logo

3rd - 5th grade:

Plaid Skort/Culotte/Split Skirt (only be purchased from CTK authorized provider)

(*note - 3rd grade students have the option of wearing the plaid jumper or the plaid skort/culotte/split skirt)

White blouse (long-sleeved or short-sleeved with Peter Pan collar)

Navy cardigan sweater with CTK logo

6th - 8th grade:

Navy uniform skort/culotte/split skirt or Navy Uniform Skirt

White blouse (long-sleeved or short-sleeved)

Navy cardigan sweater, sweater or sweater vest with CTK logo

Navy tie (men's standard tie - navy)

9th - 12th grade:

Plaid Skirt (can only be purchased from CTK authorized provider)

White blouse (3/4 -sleeved with pin-tucks)

Navy cardigan sweater or sweater vest with CTK logo

Optional: Navy Women's Blazer with gold/brass buttons

Plaid tie (only be purchased from CTK authorized provider)

DAILY UNIFORM:

PreK-3 - 5th grade:

Navy uniform slacks or navy uniform skort

Navy uniform shorts (can only be worn until Thanksgiving & after Spring Break)

Red monogrammed CTK uniform polo shirt

6th - 8th Grade:

Khaki uniform slacks or khaki uniform skort/culotte/split skirt

Khaki uniform shorts (can only be worn until Thanksgiving & after Spring Break)

Red monogrammed CTK uniform polo shirt

9th - 12th Grades (High School):

Khaki uniform slacks or khaki uniform skort/culotte/split skirt

Khaki uniform shorts (can only be worn until Thanksgiving & after Spring Break)

Navy women's cut or regular cut monogrammed CTK uniform polo shirt

****NOTE: all jumpers/skorts/skirts/shorts must be no shorter than 2" above the knee for ALL students***

FIELD TRIPS Students will generally wear red/Blue CTK shirt to go on any field trip.

GENERAL DRESS GUIDELINES

1. All clothing must be in good state of repair.
2. Shirts (including undershirts) must be tucked at all times unless designed to be untucked (i.e., high school girls' daily polo shirts and mass uniform shirts).
3. Skirts, skorts, culottes and shorts must be NO SHORTER than 2" above the knee. Uniforms should be purchased with an adequate hem that can be let out as your student grows.
4. Absolutely no tight uniform tops or bottoms.
5. White, brown, black or navy crew socks are required at all times for boys. NO SOCKS SHORTER THAN 1" ABOVE THE ANKLE. Girls may wear knee socks, crew socks or tights.
6. Only prescription glasses are permitted.
7. Students may wear small simple chains around neck.
8. Students in 1st – 12th grade must wear black, brown or navy belts with uniform slacks and / or shorts that have belt loops.
9. Earrings must dangle not more than 1 inch below earlobe.
10. No large noisy bracelets.
11. Headgear is not permitted in classroom or gym classes.
12. No earrings for males.
13. Tattoos or any other markings (permanent or temporary) are **strictly** prohibited.
14. Soiled, torn, faded or worn-out clothing will not be permitted.

SHOES

All shoes must have non-marking soles and heels. Black, brown or navy leather shoes are preferred, but athletic shoes are acceptable for students in Pre-K – 5th grades. If a student wears athletic shoes they should be black, white, red or navy. Emblems or brand names of contrasting colors must be of minimal appearance. Boots, sandals, shoes with lights and backless shoes are NOT permitted. Girls in Pre-K – 5th grade are not permitted to wear platform or high-heeled shoes.

6th – 12th grade students may only wear tennis shoes with uniform **shorts**. 6th – 12th grade students may wear solid colored black, brown or navy leather dress shoes. Canvas shoes (Vans and Tom type are not permitted). Questions about acceptable shoes should be directed to school administration.

Christ the King sweatshirts will be permitted on cool days. Uniform sweatshirts may be worn in the building, but are not permitted with Mass uniform. Sweaters must be worn with mass uniform. All uniform shirts must be buttoned up except for the top button

Jackets are to be worn to and from school ONLY. Students WILL NOT be allowed to wear jackets or windbreakers inside the building during the school day.

HAIR AND GROOMING

1. Hair length is to conform to acceptable current styles, so long as cleanliness and good grooming is maintained.
2. Boy's hair may not extend over the collar or down the forehead past the eyebrows. Boys are not permitted to wear ponytails
3. Hair should be clean, combed and neat in appearance.
4. No cut-ins or designs in hair.
 1. No unnatural dyes or highlights.
 2. Hair feathers and other extensions are not permitted.
 3. Girls in elementary school are not permitted to wear make-up. Jr. High girls may wear conservative amounts only.

Final decisions concerning hairstyle, makeup and grooming will rest with school administration

FREE DRESS

When students are allowed to come to school in free dress, it is important that they be dressed and groomed in a manner that is clean, neat and modest.

Christ the King Cathedral School prohibits pictures, symbols, emblems, or writings on clothing that:

1. Are lewd, offensive, vulgar, or obscene.
2. Advertise or depict tobacco products, alcoholic beverages, drugs, or any other substance.
3. Refer to satanic, cult, or gang activities.
4. **Absolutely no short or tight shorts, skirts or shirts allowed.** Shorts and skirts must be no shorter than 2" above the knee. Girls are not allowed to wear tank or spaghetti strapped tops.
5. Only traditional wash blue jeans are acceptable. No tight, skinny jeans, acid wash, or jeans with tears or holes are permitted. Jeans with embellishments are not permitted. Baggy jeans are not permitted.
6. Boys are NOT allowed to wear sleeveless shirts.
7. Pre-K – 3rd grade students should not wear sandals.

RECESS DUTIES

Weather permitting; students are given recess each day. The decision to have outside recess during cold weather depends on the temperature and wind chill factor. Shorter outside recess times are scheduled on very cold days. Always dress your child for outside recess. Students will not be excused from recess without a note from the student's parents or a doctor. Because there are no teachers inside of the building to supervise students during recess, students excused from recess will sit outside and not allowed to run around the playground.

School Organizations

Christ the King Home and School Organization

The Home and School Association of the Christ the King Cathedral School is a membership organization made up of parents, faculty members, and the Church pastor. Parents become members of the Home and School Association concurrently with school registration. Each family pays a \$20 Home and School registration fee at the beginning of the school year.

The Home and School Association primary function is to assist the school in its various fund raising programs, special projects, and celebrations. It further provides a medium in which faculty and parents come together for the realization of the aids and ideals of Catholic education.

The meetings of the Home and School Association provide the opportunity for faculty and parent discussion. All the members are invited and encouraged to come whenever possible.

Christ the King School Foundation

CTK Foundation supports in writing grants and in obtaining other funds to benefit the school. The Foundation has an annual membership drive during the Fall semester.

ANTI-BULLYING POLICY AND PROCEDURES

Introduction

This policy has been created to support our school's mission, to support our commitment to provide a safe environment for all, and to support our students in developing the self-direction and skills necessary for positive social interaction.

In any school community, there will be times when students do not get along. In most cases bullying occurs because an individual lacks the self-discipline skills needed to get along in society. Our policy and procedures are designed to guide our community in responding to bullying and other negative social behaviors so that students move past these negative behaviors and develop skills to learn and play together as part of the community.

This policy applies to all students, parents, faculty, and adults on our campus, whether attending school, employed by the school, working as contractors, volunteering or visiting.

Policy Statement

We believe that all people have dignity because they are created in God's image and are of infinite value. We further believe that as a Catholic Christian community we are called to reflect the values of Jesus in His regard and respect for all people. In this way, we build up the Body of Christ within our school community, and provide a physically and emotionally safe environment for all members.

Any form of bullying directed toward any member of our school community by another member of the community is contrary to these Christian values and is not acceptable at any time.

The school will provide ongoing and age-appropriate anti-bullying and social skills education for all students, as well as education for staff and parents on these same topics, to promote the prevention of bullying behaviors within our school community.

The school will provide ways for individuals to report incidents of bullying and other negative social behaviors that are of concern.

The school will treat seriously any reports of bullying behaviors or concerns. Such reports will be reviewed and investigated in a prompt, confidential, and thorough manner. Consequences will be applied according to our classroom and school discipline cycles, and in some cases may result in suspension and/or required withdrawal depending on the nature of the infraction.

Prevention and Education

Bullying prevention begins with all members of our community being able to communicate clearly about the concerns and issues. Learning to distinguish the difference between normal social ups and downs, negative social behaviors such as meanness and

rudeness, and actual bullying is part of the process for all of us. To that end, we provide the following definitions for our common understanding:

Bullying – when a student (or group of students) attempts to take power over another student. Bullying can be repeated over time or consist of a single interaction, with students adopting the roles of target, bully, bully-follower or bystander.

Physical Bullying – using physical force to hurt another student by behaviors that may include but are not limited to hitting, punching, pushing, shoving, kicking, spitting, pinching, getting in the way or holding. It is also physical bullying to interfere with another student’s belongings, to take or break possessions, and to demand or steal money.

Verbal Bullying – directing words at another student with the intention of putting down or humiliating. This includes but is not limited to threatening, taunting, intimidating, insulting, sarcasm, name-calling, teasing, put-downs and ridiculing. It is also considered verbal bullying when a student uses hostile gestures towards another student, such as making faces, staring, giving the evil eye, and eye-rolling.

Relational Bullying – when a student influences other students’ friendships and relationships by actions that include but are not limited to deliberately leaving them out, spreading gossip and rumor, whispering about them, giving the silent treatment, ostracizing or scape-goating. Relational bullying also includes writing words or creating cartoons, posters or drawings about another student designed to hurt or humiliate that student.

Cyber Bullying – the use of cell phones, text messages, e-mails, instant messaging, web blogs and postings to bully another student in any of the ways described above. Examples of cyber bullying include but are not limited to sending threatening or insulting messages by phone and e-mail, posting embarrassing pictures and personal information about others on blogs or social networking sites such as Facebook or Instagram, forwarding to others a private e-mail or text message that was meant for a single individual, and spreading hurtful rumors online.

The educational and social skills components of our bullying prevention program will be based on the Discipline with Purpose Anti-Bullying Curriculum, and will draw on other resources as necessary and appropriate for our students and school community.

Reporting Procedures

All members of the Christ the King Cathedral School community have the right and responsibility to report incidents of concern regarding negative social behaviors and bullying so that together we can maintain a safe environment for all and practice the skills necessary for positive relationships within the community. School administration and teachers are not always present to witness incidents or areas of concern, and therefore can only intervene when they are informed about them.

Students are encouraged to report bullying concerns to their classroom teacher or another school staff member by way of a verbal report or written note.

Parents are also encouraged to report directly to faculty or administration their concerns about any bullying behaviors. Parent reports can be made by way of a verbal or written report.

Teachers and Staff will report to the school administration all bullying concerns and incidents that come to their attention through either direct observation or reports from others.

School Administration can also initiate a process to address an observed concern or incident. Depending on the concern, their report may be shared with the classroom teacher of the student(s) involved.

School Administration will maintain records of all reports filed during the school year using RenWeb.

Intervention Procedures

All reports of bullying concerns will be handled seriously and promptly by the faculty and administration. Upon review and investigation of a report, some concerns will be addressed within the classroom by the teacher, while more serious and repeated concerns will be referred to the administration for further intervention.

Intervention in bullying concerns will be addressed with the two goals in mind: to maintain safety and order within the community, and to identify, teach, and practice the skill(s) needed to prevent the unwanted behavior from occurring again.

Appropriate confidentiality will be maintained in order to protect all of the individuals involved in the matter.

CHRIST THE KING CATHEDRAL SCHOOL DISCIPLINE MANAGEMENT PLAN AND STUDENT CODE OF CONDUCT

GOALS AND EXPECTATIONS

Christ the King School is committed to maintaining a learning environment in which students, teachers, and staff can study and work together in an atmosphere conducive to learning. Students learn best in a community that is safe and free from disrespectful and destructive behaviors and attitudes. Christ the King Cathedral School is also committed to helping students become respectful, responsible Christians who exercise appropriate self-control.

The Discipline Management Plan places responsibility for discipline at Christ the King Cathedral School on four groups: the principal, teachers, students, and parents. The principal is responsible for enforcing and monitoring the Discipline Management Plan. The principal is expected to provide teachers with adequate training and support with respect to the Discipline Management Plan.

As role models, teachers are expected to treat students with respect. We believe that caring teachers who treat students with courtesy, respect, fairness, and dignity will motivate students to behave appropriately. We also believe that positive suggestions and constructive criticism given in a warm, friendly manner are usually far more effective than punishment. We realize, however, that this approach is not always effective. A firm discipline policy that is consistently enforced is an important factor in maintaining an environment that is conducive to learning.

Students are expected to know and follow the minimum standards of behavior established in the Discipline Management Plan. The Plan encourages students to exercise self-control and make informed decisions by setting forth consequences for students who violate the standards. Through the enforcement of the Plan, students will learn that if they choose to violate these standards of behavior, they must accept the consequences. They will also learn that the consequences are directly related to the seriousness and frequency of the violation.

Although the Discipline Management Plan is an important part of encouraging students to become responsible Christians who make wise decisions and accept the consequences of their actions, we cannot instill the sense of responsibility in the students without the help of parents. As the primary teachers and caregivers, parents are expected to assist the school in teaching responsibility and discipline to their children and supporting the decisions of the teachers and the principal.

SCHOOL JURISDICTION

The school has jurisdiction over all students and activities that occur during the regular school day or during school-sponsored activities. Specifically, the school can impose disciplinary consequences on any student who violates the Discipline Management Plan:

- During the school day on Christ the King Cathedral property
- While attending or participating in any school-sponsored activity, regardless of time, place, or mode of transportation
- At any time or place, if the conduct relates to the school

The Principal has full authority to maintain appropriate discipline whenever the student is under the jurisdiction of the school.

Every student in the school is expected to abide by the laws of the State of Texas, or any state to which they may travel on a school sponsored activity.

RESPONSIBILITIES OF THE PRINCIPAL, TEACHERS, STUDENTS, AND PARENTS

Christ the King Cathedral School recognizes that the Principal, teachers, students, and parents have certain responsibilities in maintaining discipline in the school and enforcing the Discipline Management Plan. As used in this policy, “Principal” includes the Principal’s designee.

A. The Principal has the responsibility to:

1. Reasonably provide a safe school environment for teaching and learning.
2. Maintain discipline and consistently enforce the Discipline Management Plan.
3. Maintain a learning atmosphere that is free of disruptions and disrespectful conduct.
4. Provide a copy of the Discipline Management Plan to parents.
5. Secure signed statements from parents which indicate that the parents received the Discipline Management Plan and Student Code of Conduct and agree to support the Plan.
6. Promptly communicate with parents when a child has a discipline problem.
7. Provide appropriate support for teachers when the teacher sends a student to the office.
8. Provide campus in-service training for teachers related to the Discipline Management Plan.

9. Receive and review input from teachers, students, and parents as it relates to the discipline in the school and to the Discipline Management Plan.

B. Teachers have the responsibility to:

1. Review the Discipline Management Plan and sign a statement that they will abide by the plan.
2. Develop and demonstrate adequate classroom management skills.
3. Serve as a good role model to students by being in regular attendance at school, and by being firm but fair with students.
4. Maintain an orderly classroom atmosphere conducive to learning by not allowing an individual student or a group of students to disrupt the class.
5. Establish rapport and an effective working relationship with parents. Contact parents when their child is not performing up to academic standards or behaving properly.
6. Encourage students to become more self-disciplined.

C. Parents have the responsibility to:

1. Support the efforts of the Principal and teachers with respect to the enforcement of discipline.
2. Confer with teachers and the Principal if a problem occurs with their child.
3. Exercise reasonable control over the child.
4. Assist their child in complying with school discipline policies and attendance policies.
5. Provide the Principal with current home, work, and emergency telephone numbers and other pertinent information.
6. Sign a statement indicating that they have received and read the Discipline Management Plan and that they understand their responsibilities under the Plan.

D. Students have the responsibility to:

1. Abide by the established school policies and classroom rules.
2. Act with kindness, courtesy, and respect for others.
3. Behave in a responsible and appropriate manner.
4. Attend all classes regularly and on time.
5. Prepare for each class; take appropriate materials and assignments to class.
6. Be well groomed and dressed appropriately.
7. Respect the rights and privileges of other students, teachers, and staff.

8. Respect the property of others, including school property and facilities.

II. Factors to be Considered in Imposing Disciplinary Consequences

- A. Discipline will be administered only when necessary to:
 - protect the students, teachers, staff, and visitors
 - protect the school and personal property
 - discourage disrespectful behavior
 - maintain an environment conducive to learning
 - prevent distractions and disruptions in the classroom
- B. Teachers, staff, and the principal will treat students fairly and equitably. They will impose disciplinary consequences based on the unique facts and circumstances of each violation. Factors that may consider include, but are not limited to, the following:
 - The seriousness of the offense
 - The student's age and grade
 - The effect of the conduct on others
 - The frequency of misconduct
 - The student's attitude
 - The potential effectiveness of the disciplinary consequences
 - The potential effect of the misconduct on the school environment
- C. Only one disciplinary consequence will be imposed for each violation of the Discipline Management Plan. For example, a student is late returning to class. When the student returns to class, the bell has rung and her class has moved on to a different classroom. The student may be disciplined for being late for class and may have sanctions imposed by one of the teachers, but not both.

III. CONDUCT OF SPECIAL CONCERN

A. **DRUGS, ALCOHOL, TOBACCO, WEAPONS, PORNOGRAPHY, SEXUALLY-ORIENTED PRODUCTS, TERRORISTIC THREATS**

The School has zero tolerance for any possession or use of drugs, alcohol, tobacco, weapons, pornography, sexually oriented products and the making of terroristic threats.

1. **Prohibited Items** include weapons and objects used as a weapon or in a weapon, pornography, and sexually oriented products.

No student shall possess, use, exchange, or attempt to possess, use, or exchange any Prohibited Items on school premises during any school term, or off school premises at a school-sponsored activities, functions, or events.

2. **Prohibited Substances** include:

- Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
- Any alcoholic beverage
- Any tobacco or nicotine product
- Over-the-counter drugs, that when taken in excess, impairs the student's ability to function in a responsible manner.
- Any chemical substance such as glue or aerosol products, intended to be inhaled or ingested to produce a state of intoxication

No student shall possess, use, exchange, or attempt to possess, use, or exchange, or be under the influence of any Prohibited Substances on school premises during any school term, or off school premises at a school-sponsored activity, function, or event.

3. For purpose of this provision

- a. "Use" means to voluntarily introduce a Prohibited Substance into the body
- b. "Under the influence" means to have impaired mental or physical faculties as a result of the use of a Prohibited Substance; however, the student need not be legally intoxicated to be "Under the Influence" for purposes of this plan.
- c. "Possession" means to hold or have control over a Prohibited Substance or Prohibited Item. For example, a student possesses a Prohibited Substance if he or she brings it onto the school premises.

4. **Exception:** A student who uses a drug authorized by a licensed physician through a prescription specifically for that student's use shall not be considered to have violated this policy if he or she uses the drug in the manner and amount for which it was prescribed.

5. A **Terroristic Threat** is defined as any threat (verbal, written or otherwise) involving violence to a person or property.

**CONSEQUENCES OF VIOLATION OF POLICY ON
DRUGS, ALCOHOL, TOBACCO PRODUCTS, WEAPONS,
PORNOGRAPHY, SEXUALLY-ORIENTED PRODUCTS AND
THE MAKING OF TERRORISTIC THREATS**

A student who makes a terroristic threat or who uses, possesses, exchanges, or attempts to use, possess, or exchange, or is under the influence of, a Prohibited Item or Prohibited Substance on school premises or at a school-sponsored function will be placed in In-School Suspension until a conference can be held with a Disciplinary Committee consisting of parents, teachers, the Principal, School Board members and / or the pastor or associate pastor to discuss consequences. As required by Section IV.B, the Disciplinary Committee will impose on the student a disciplinary consequence from among the following:

- Counseling
- Outside counseling for substance abuse
- Psychological evaluation or counseling
- Admission to a substance abuse treatment center
- Demerit
- Suspension
- Expulsion

A second offense may be grounds for expulsion, depending on the factors listed in Section IV.B above.

B. TARDINESS

While everyone occasionally experiences difficulty getting to school on time, habitual tardiness is a serious problem. Promptness shows respect for the learning process and should be encouraged and modeled by parents and teachers. Children who consistently arrive late are unable to take full advantage of the education offered by Christ the King Cathedral School. Also, children who are tardy distract other students from their work. For these reasons, **habitual tardiness will not be tolerated.**

1. CONSEQUENCES OF TARDINESS

a. Elementary School

- 1.) When a student has been tardy five times in a nine-week academic period, the parents will be notified.
- 2.) If a student accumulates nine tardies in a nine-week period the student will receive one day unexcused absence and the student and/or his or her parents may be required to appear before a committee of teachers, the principal, and school board members to discuss the consequences of the student's chronic tardiness. The Committee will impose a disciplinary consequence from among the following:
 - Detention (as defined in Section VII B)
 - make-up tardy time by completing additional assignments
 - participation in an educational activity that emphasizes the importance of promptness

2. Exceptions

The following will not be considered tardiness:

- a doctor's appointment scheduled during the first hour of school. A doctor's excuse slip is required.
- hazardous road conditions (ice, floods) which cause a delay greater than fifteen minutes. The Principal, at his/her sole discretion, will determine when road conditions are hazardous enough to warrant an exception for all students.
- the absence of the student from the room at the start of class because the student was out of the classroom performing a task at the request of a teacher, staff, or the principal.
- when approved in writing by the Principal, an unforeseen and unavoidable emergency that causes the student to be late. Examples include:
 - a household emergency such as a fire or broken water pipe
 - car problems such as a dead battery or flat tire
 - a road obstacle such as flooded areas or an accident; however, these will not be considered excused tardies if the failed to leave home in time to arrive at school by 7:50 a.m.

3. TARDY PROCEDURE

All students who arrive late to school must report to the office before going to class. A student or parent who wishes to claim an exception must submit a written request or doctor's excuse slip to the Principal **before** the student enters the classroom. Only the Principal has the authority to determine whether a tardy is excused under Sections V.B.2 and 3.

C. TRUANCY

A student who is absent for one or more periods of class or for other scheduled school activities without prior permission by parents and the Principal will be considered to be truant. Truant students will not be allowed to make up work missed due to truancy. In the event of truancy, the school will promptly contact the student's parents or guardians.

CONSEQUENCES OF TRUANCY

Truancy is a Level III violation. Consequences for truancy are listed in Section VI below

IV. OTHER MISCONDUCT

Teachers and staff will treat students impartially and equitably. Discipline will be based on careful assessment of the circumstances of each case. The discipline policy will be enforced in a fair and consistent manner.

Level I: Examples of Level I Violations

- Gum chewing
- Throwing objects (spitballs, paper airplanes)
- Refusal to participate in classroom activities
- Failure to bring appropriate materials to classroom
- Failure to be prepared for class
- Failure to bring required school documents
- Talking out of turn
- Sleeping in class
- Minor damage to textbooks
- Misbehavior when student is not in classroom
- Eating or drinking in classroom
- Selling any product in the classroom

Consequences for Level I Violations: The classroom teacher will select an appropriate consequence using the factors described in Section IV above.

Consequences may include, at the teacher's discretion, but are not limited to:

- verbal warning

- written warning
- reprimand
- seating change
- temporary confiscation of disruptive items
- private meeting with the student
- extra assignment
- time out
- brief suspension of privileges
- mark (for elementary students)
- lunch detention

Level II: When a student's behavior does not change as a result of actions taken at Level I, and the student has Repeated Level I Violations, the student is moved to Level II for discipline. Repeated Level I Violations means that a student's behavior has not improved as a result of actions taken at Level I. Note that reasonably expected behavior and reasonably expected behavioral improvement is not the same for all classes. It is understood that what is expected of 1st grade students, for example, is not the same behavior expected of a middle school student. Teachers of each elementary school grade will develop with the Principal the range of violations that will result in Level II violations taking into consideration the factors described in Section IV.A and B above.

Level II Violations include, but are not limited to:

- repeated Level I violations
- disruptive behavior
- disrespectful behavior

Consequences for Level II Violations: Consequences will be determined from the following list at the discretion of the Principal using the factors described in Section IV.A and B above:

- Teacher/student conference
- Detention during lunch or
- Additional work appropriate to the violation
- Parental conference

Level III: Examples of Level III Violations

- Cheating or copying the work of another
- Throwing objects that can cause bodily injury or property damage
- Leaving the school grounds or a school sponsored event without permission

- Directing profanity, vulgar language, or obscene gesture toward another
- Scuffling or fighting
- Stealing
- Damaging or vandalizing property owned by another
- Disobeying school rules or the person in charge at school sponsored events
- Hazing
- Failure to comply with lawful directives issued by the school personnel, including failure to serve a detention
- Possession or use of matches or lighters
- Unauthorized distribution of petitions or other printed documents
- Two or more unexcused absences from school
- Leaving class without permission
- Gambling
- Possession of a telecommunications device not authorized by the Principal or that is not part of a class project
- Possession of a laser pen or other disruptive device
- Any student that has been repeatedly seen for Level II violations

Consequences for Level III Violations:

For Elementary School students: Consequences are to be determined from the following list at the discretion of the Principal using the factors described in Section IV above.

- The Principal will immediately call the student’s parents
- The student will spend one day in ISS (In-School Suspension)
- The student will lose recess and break for as much as the number of days per grade level (i.e., Grade 2 = 2 days)
- The student will not be allowed to participate in any special activities for five (5) days

V. SPECIFIC CONSEQUENCES

A. MARKS: (Elementary School only)

Each teacher will keep a weekly discipline chart for each student.

- a. Discipline charts will be sent home every Thursday and must be returned on Friday with a parent’s signature.

- b. The charts will evaluate the child in the following areas:
- Excellent behavior
 - Missing/incomplete work or materials
 - Being out of uniform
 - Talking without permission
 - Disrespectful behavior
 - Disruptive behavior
 - Not on task/not following directions
 - Failure to return signed folder, test, etc.
- c. Any student who receives an excessive amount of marks in a quarter will be required to write a letter to their parents explaining the situation and, if necessary, a conference will be scheduled between the principal, teacher, parents and two school board members to consider serious disciplinary action.
- d. Only one mark will be given per violation. For example, a student who is improperly out of his seat can be disciplined for disrespectful behavior, disruptive behavior, or not being on task. However, only one mark will be given for the incident.

B. DETENTION: A detention is defined as a state of being detained during lunch, after school, or early in the morning.

C. IN-SCHOOL SUSPENSION

A student placed in ISS will spend the day in a designated room in the Middle School Office. During the time spent in ISS, the student may be assigned work as determined by the principal. The student will be responsible to check with teachers for work assigned while in ISS. That work will be due the next class day.

D. DEMERIT

A demerit is a mark against the student for a serious offense. Before a demerit is assessed, the Principal will immediately notify the parents and a meeting will be scheduled with the parents, student, teacher, and – if desired – the pastor. After investigation and discussion, the Principal will decide whether a demerit will be given.

A student who continues to show disrespect for the values of the school and receives a second demerit will be subject to serious disciplinary evaluation by the Disciplinary Committee, consisting of two School Board members, the teacher(s) involved, the Principal, the parents of the student, and the pastor. Suspension or Expulsion may be the consequences of a second demerit.

E. SUSPENSION

Suspension is defined as a temporary dismissal of a student from school. Decisions to suspend should follow only after other means of motivation have failed or circumstances of crime, scandal, or continuous disruption necessitates this extreme disciplinary action. Consideration must always be given to the welfare and Christian development of the student and the practical common good of the entire student body. **The Principal is the only school official** that may place a student on suspension. Parents must be notified before the student is sent home on suspension. If a parent cannot be reached, the student may be kept out of class but not be sent home.

E. EXPULSION

Expulsion is defined as the permanent dismissal of a student from school. The expulsion of a student from a Catholic school is such a serious penalty that it should be invoked rarely, and then only as a last resort and only with the approval of the pastor of Christ the King. It is essential that the Principal consult with the pastor of Christ the King and at least two School Board members prior to the initiation of the expulsion process.

VI. APPEAL PROCESS

Decisions affecting individual students – academic and disciplinary (except expulsion) – may be appealed to the school authorities under the following procedures:

- A. A student must first request that the teacher reconsider the decision that the student believes unfair.
- B. If this appeal offers no satisfactory solution, the student may then appeal to the Principal.
- C. Whenever these series of appeals are unsatisfactory, the student may then appeal to the School Board, requesting a hearing in writing, from the chairperson of the School Board. The School Board may, in its discretion, hear the student's appeal.
- D. Students can make these appeals directly or through their parents.
- E. Whenever formal hearings are scheduled, the appealing student will promptly attend such hearings at the same time and place scheduled. Failure to attend an already scheduled hearing will terminate the appeal unless the student has an acceptable reason for failing to attend.

